



ST. ANDREW

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RESOURCES FOR PLANNING  
MEMORIAL SERVICES

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DEAR FRIENDS,

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We know that planning the details of a memorial service can be overwhelming, and we would like to assist you in any way we can. It is our hope that this information will be helpful to you.

As Christians, we grieve as those who have a unique hope in the Risen Christ, thus empowering us to make the occasion of death as a time in which the hope of the Gospel is reaffirmed with joy and peace. A Methodist service acknowledges this hope and offers family and friends the opportunity to remember a loved one's life and offer them into God's care. The service should be a time to celebrate the wonderful gift God gave to us in our relationship with the deceased.

The properly planned service can be a benediction and a comfort to us, as well as a witness to our faith. Please know we are here for you and welcome the opportunity to be of assistance to you and your family.

If you have questions regarding memorial service planning, please contact Congregational Care at 214-291-8011.

Sincerely,

**Rev. Arthur Jones**

Senior Pastor

# A STEP BY STEP GUIDE

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**Prior to the Death** | Our pastors consider it a sacred privilege to come and pray with you during this difficult time. If circumstances allow, please call the church office, 972-380-8001, and notify us of your situation. One of our pastors will make every effort to come pray with you and your family. In the event that you call after office hours, you will be directed to the pastor on call by our answering service. A pastor will be in touch with you as soon as possible.

**When Your Loved One Dies** | When your loved one dies, please call the **church office**. If possible, one of our pastors will come to be with you. If this occurs after hours, call the church and you will be directed to the emergency process to reach the pastor on call.

**Setting the Date and Time for the Service** | Our pastors are happy to help you plan a meaningful service to celebrate the life of your loved one. If you wish for one of our pastors to assist in planning and leading the service, please contact Congregational Care at 214-291-8011 **before** you schedule the service date and time.

**Planning the Service** | Once you have decided to host the service at St. Andrew we will schedule a planning meeting to gather your family together at the church to visit with the pastor leading the service. This is a valuable time to share stories and favorite memories of your loved one. We are happy to provide a printed bulletin for the service, and

during the meeting details will be discussed including your loved one's favorite hymns and scripture. You will find a list of suggested hymns and scriptures appropriate for memorial services on page 6 of this booklet.

If the service is held at a funeral home or other location, the pastor leading the service will work with you to cover all the important aspects of the service.

**Costs/Honorariums** | There are no building fees for memorial services held at St. Andrew. Honorariums will be discussed while planning the service. If long distance travel is required, expenses of the clergy should be covered. If guest musicians are contracted by the church, the family will be responsible for associated fees on the day of the service. Fees vary for additional musicians as those fees are set by the performers themselves.

## Important Questions and Concerns

### **Type of Service**

- An interment (cremation) followed by a memorial service
- A graveside service followed by a memorial service
- A traditional funeral service followed by a graveside service
- A memorial service only (the body is not present)
- A graveside service only

### **Location of Service**

- In our Sanctuary, Chapel or Columbarium
- At a funeral home/cemetery



**Music** | When a loved one dies, people often find themselves at a loss for words. Music can unveil a dimension of meaning and feeling that words alone cannot yield. Since music plays a significant part in our lives, it is natural that the church includes music at the service designed to remember and celebrate the life of your loved one. Memorial services are occasions to sing the great music of the church that witnesses to the Lord of life.

Secular music, such as “Happy Trails,” “Wind Beneath my Wings,” or “You Raise Me Up” is not appropriate for a worship setting, but could be played at the funeral home visitation or other settings outside the Sanctuary or Chapel. The pastor, organist, or director of music will help you determine if a song is appropriate for this service of worship, but a guiding question to ask is: “Does this music give glory to God and witness to our hope in Jesus Christ?”

Soloists and/or instrumentalists are frequently included in memorial services. Members of the St. Andrew full-time music staff typically serve as soloists. Professional instrumentalists can be secured by the music staff, but please understand there will be a performance fee involved for any musicians apart from our full-time music staff. While it is acceptable to have a friend or relative provide such music, they should have the musical abilities necessary and the emotional strength to sing or play at a time when they may be grieving. Music, in addition to congregational hymns, can certainly enhance the service of worship, but it is optional and family members should not feel obligated to arrange for it.

The organist/pianist will provide 10-20 minutes of pre-service selections from classical and sacred literature.

Congregational singing is encouraged; it involves everyone and gives expression to the faith we hold. It is best to select one or two hymns more commonly known and a list of suggested hymns/solos appropriate for memorial services are located on page 6 of this booklet. Our pianist/organist is

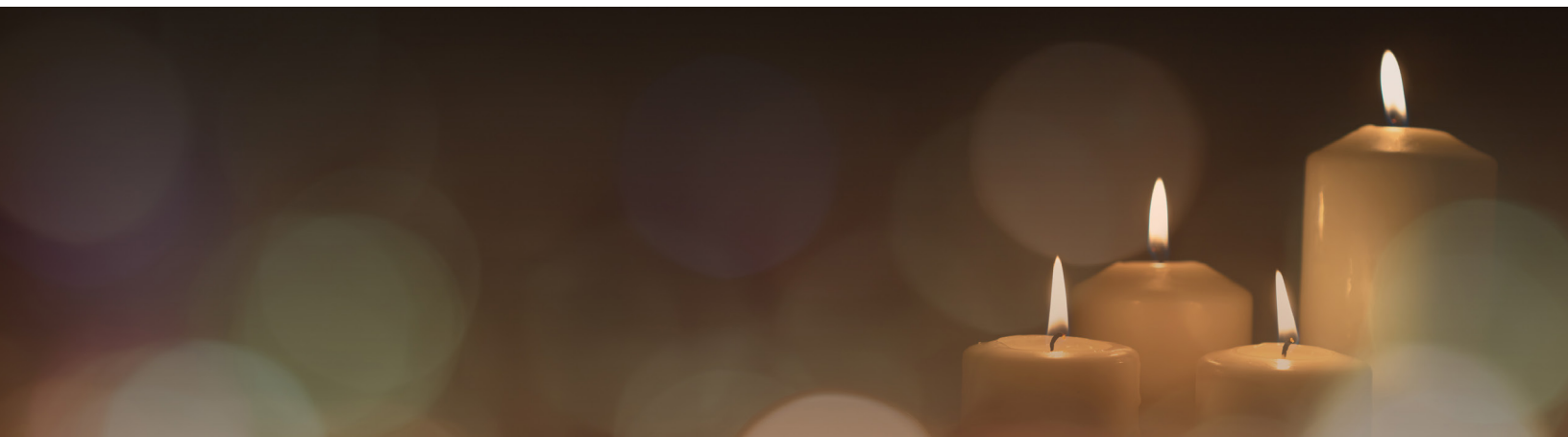
available to play a selected hymn from our hymnal or Faith We Sing hymnal and many congregational hymns can also be sung as solos. It is recommended to have a soloist to lead the congregation in the sung hymn.

**Memorials** | Memorial gifts are a special way to honor a loved one. If you want to learn more about memorial gift opportunities at St. Andrew, please discuss this with your pastor. In addition, you may choose to include other memorial gifts to organizations such as the American Cancer Society on the back of the service bulletin.

**Flowers** | The flower is a symbol of the resurrection of our Lord and is an appropriate way to honor a loved one. Floral arrangements specifications will be discussed during the planning meeting. Floral deliveries will be accepted on the day of the service only. We ask the family or friends to take the responsibility for the removal of all flowers upon the completion of the service. Carts to transfer flowers to the car will be provided if needed. Florists inquiring about delivery may contact the church at 972-380-8001.

**Receptions** | Receptions may be held immediately following the service. The Parlor, Narthex or Piro Hall are all locations suggested for receptions at St. Andrew. The director will make recommendations to the appropriate location for a reception based on the number of guests in attendance. The family is responsible for refreshments and we recommend to simplify with cookies, water and/or lemonade.

**Slideshows/Videos** | Many families choose to create a slideshow/video remembrance of their loved one. The compilation of the video is the responsibility of the family. It may be shown in the Narthex before the service or at the reception following the service. The church will provide the A/V equipment needed and details will be discussed during the planning meeting.







## MEMORIAL SERVICE PLANNING FORM

**Arrival** | The Parlor is provided for the immediate family to gather prior to the service. We recommend arriving 30 minutes before the start of the service.

• *Number of reserved family pews needed (10-12 family members per row):* \_\_\_\_\_

### Bulletin

#### Front Page

• *Photo for front cover* | ☐ Yes ☐ No

If yes, please email [memorials@standrewmethodist.org](mailto:memorials@standrewmethodist.org). (Highest resolution of photo requested)

• *Scripture to include under photo:* \_\_\_\_\_

(Suggested scriptures: Psalm 23:6; Psalm 27:1; Isaiah 41:13; John 10:10; John 14:1; II Timothy 4:7)

**Inside Left** | ☐ Obituary ☐ Psalm 23 Other: \_\_\_\_\_

**Inside Right** | Order of Service (see page 6)

#### Back Page

• *Reception to be held at St. Andrew* | ☐ Yes ☐ No

If no, would you like information included in the bulletin for the off-site location? If so, please provide the information here:

• *Additional photo to include on the back (optional)* | ☐ Yes ☐ No

If yes, please email [memorials@standrewmethodist.org](mailto:memorials@standrewmethodist.org). (Highest resolution of photo requested)

• *Memorial donation information:* \_\_\_\_\_

• *Number of estimated guests attending to determine number of bulletins to print:* \_\_\_\_\_

### Additional Resources

**Guest Book** | Family or funeral home to provide the guest book and pens. A guest book table will be provided and allows for 3-5 photos to be displayed on the guest book table.

**Easel** | For large photo for inside the sanctuary provided. Recommend 16x20 or larger photo.

**Video/Slideshow (optional)** | ☐ Yes ☐ No

St. Andrew will provide large TV with HDMI cable. Family to provide slideshow/video on their own laptop with HDMI capability.

**Reception (optional)** | Two to three large round tables with white tablecloths provided in Piro Hall with chairs around the perimeter. Receptions held in the Parlor are provided six foot table(s) covered with black tablecloths.

**Reception Memorabilia Table(s) Needed** | ☐ Yes ☐ No

Family may bring photos of their loved one along with memorabilia to display for the reception. St. Andrew will provide 6' table(s) covered with black tablecloths.

# A WORSHIP SERVICE CELEBRATING THE LIFE OF YOUR LOVED ONE

## *Order of Service*

Prelude	Organist/Pianist
Greeting/Prayer	Pastor
Solo or Hymn	
Reflections	(Family/Friends: maximum of 3 people @ 3-5 minutes each)
Solo or Hymn	
Pastoral Prayer Lord's Prayer	Pastor
Scripture Reading	(Pastor or Family)
Meditation (Sermon)	Pastor
Solo or Hymn	
Benediction	Pastor
Postlude	Organist/Pianist

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## SUGGESTED MUSIC

### Call to Worship (Solo/Refrain)

"Surely the Presence of the Lord Is in This Place"

### Hymns

"Amazing Grace"	378
"Blessed Assurance"	369
"Great Is Thy Faithfulness"	140
"How Great Thou Art"	77
"Hymn of Promise"	707
"In the Garden"	314
"It Is Well with My Soul"	377
"Joyful, Joyful, We Adore Thee"	89
"Love Divine, All Loves Excelling"	384
"Precious Lord, Take My Hand"	474

### Solos

"Amazing Grace"	378
"Be Still My Soul"	534
"His Eye Is on the Sparrow"	
"How Great Thou Art"	77
"Hymn of Promise"	707
"I Need Thee Every Hour"	
"It Is Well with My Soul"	377
"Lord of the Dance"	261
"On Eagles' Wings"	143
"Psalm 23"	
"Safe Within His Arms"	
"The Lord's Prayer"	

Songs with numbers can be  
found in the hymnals



## SUGGESTED SCRIPTURES

Listed below are scriptures appropriate for use in a memorial service.

### Old Testament

<i>I know that my redeemer lives</i>	Job 19:23-27
<i>God will swallow up death forever</i>	Isaiah 25:6-9
<i>God will keep them at peace</i>	Isaiah 26:1-4, 19
<i>Comfort my people</i>	Isaiah 40:1-11, 28-31
<i>Those who wait for the Lord</i>	Isaiah 40:28-31
<i>Passing through the waters</i>	Isaiah 43:1-3a, 18-19m, 25
<i>I am the first and the last</i>	Isaiah 44:6-8
<i>Whoever thirsts, come to the waters</i>	Isaiah 55:1-3, 6-13
<i>The spirit of the Lord is upon me</i>	Isaiah 61:1-4T
<i>I create new heavens and a new earth</i>	Isaiah 65:17-25
<i>The Lord's steadfast love</i>	Lamentations 3:19-26, 31b-32
<i>Return to the Lord with all your heart</i>	Joel 2 (sel.)

### Psalms

<i>The Lord is my chosen portion</i>	16:5-11
<i>The Lord is my shepherd</i>	23
<i>The Lord is my light and my salvation</i>	27:1, 4-9a, 13-14
<i>Lord, let me know my end</i>	39:4-5, 12
<i>As a deer longs for flowing streams</i>	42:1-6a
<i>Give judgment for me, O God</i>	43
<i>A very present help in trouble</i>	46:1-5, 10-11
<i>Teach us to number our days</i>	90:1-10, 12
<i>My God, in whom I trust</i>	91
<i>Bless the Lord, O my soul</i>	103
<i>O give thanks to the Lord</i>	106:1-5
<i>The Lord has heard my voice</i>	116:1-9, 15
<i>Open the gates of righteousness</i>	118
<i>I lift up my eyes to the hills</i>	121
<i>Out of the depths I cry to the Lord</i>	130
<i>Where shall I go from your spirit</i>	139:12
<i>I will extol you, O God my King</i>	145
<i>Hallelujah! Praise the Lord, O my soul</i>	146

### New Testament

<i>The Beatitudes</i>	Matthew 5:1-12a
<i>Come to me all who are weary</i>	Matthew 11:25-30
<i>You do not know the day or the hour</i>	Matthew 25:1-13
<i>The Last Judgment</i>	Matthew 25:31-46
<i>Jesus raises the son of the widow of Nain</i>	Luke 7:11-17
<i>We enter the kingdom only as children</i>	Luke 18:15-17
<i>Today you will be with me in Paradise</i>	Luke 23:33, 39-43
<i>God so loved the world</i>	John 3:16-21
<i>Whoever hears and believes has eternal life</i>	John 5:24-29
<i>Anyone who comes to me I will never reject</i>	John 6:37-40
<i>Whoever believes in me has eternal life</i>	John 6:47-58
<i>I am the resurrection and the life</i>	John 11:17-27
<i>Lazarus raised from the dead</i>	John 11:38-44
<i>Let not your hearts be troubled</i>	John 14:1-6, 25-27
<i>Hope does not disappoint</i>	Romans 5:1-11
<i>Baptized into Christ's death, raised to live</i>	Romans 6:3-9
<i>Nothing separates us from God's love</i>	Romans 8:14-23, 31-39
<i>Living or dying, we are the Lord's</i>	Romans 14:7-9, 10b-12
<i>Christ raised from the dead</i>	1 Corinthians 15 (sel.)
<i>Invisible things will last forever</i>	2 Corinthians 4:16-5:1
<i>From God we have a house</i>	2 Corinthians 5:1-10
<i>Saved by grace through faith</i>	Ephesians 1:11-2:1, 4-10
<i>Knowing him and his resurrection power</i>	Philippians 3:7-11
<i>Our citizenship is in heaven</i>	Philippians 3:20-21
<i>Set your minds on things that are above</i>	Colossians 3:1-17
<i>The comfort of Christ's coming</i>	1 Thessalonians 4:13-18
<i>If we died with him, we will live with him</i>	2 Timothy 2:8-13
<i>Faith, pilgrimage, the cloud of witnesses</i>	Hebrews 11-12 (sel.)
<i>Without seeing Christ, you love him</i>	1 Peter 1:3-9
<i>We are children of God</i>	1 John 3:1-3
<i>Those coming out of great tribulation</i>	Revelation 7:2-3, 9-17
<i>Rest for the saints</i>	Revelation 14:1-3, 6-7, 12-13
<i>New heaven and new earth</i>	Revelation 21:1-4, 22-25, 22:3-5





If you are grieving the loss of a loved one, we invite you to join our Grief Care group—a safe, supportive space where you can share your journey and find comfort alongside others. Led by compassionate leaders grounded in faith, this group offers a place to process your grief, receive encouragement, and gently move toward healing in the presence of God and community. You don't have to walk this path alone. For more information contact Congregational Care at 214-291-8011.



**ST. ANDREW**

5801 W. Plano Parkway | Plano, Texas 75093 | 972-380-8001 | [standrewmethodist.org](http://standrewmethodist.org)

*Mailing Address*

P.O. Box 260917 | Plano, Texas 75026